

Setting up a new Subcontractor in DAARS.

Once logged into DAARS mouse over the Admin header, select Agency & Contractor Setup; and then select Agency & Contractor Info.

The screenshot shows the AZ-GetCare web application interface. The browser address bar displays <https://staging-az.getcare.com>. The application header includes the AZ.GOV logo, navigation tabs (Caretool, Operations, Financial, Admin), and a sub-navigation bar with 'Agency & Contractor Setup' and 'Agency & Contractor List'. The 'Agency & Contractor Info' page is active, showing 'Program: Arizona DES' and 'Parent Agency:'. Below this, there are sections for 'Contracts' and 'Insurance and Agency IDs'. The 'Contracts' section includes filters for Contract Number, Procurement Type, and Max End Date, along with a table with columns Contract Number, From, To, and Amount. The 'Insurance and Agency IDs' section includes filters for Type, ID Number, Insur Company/Agent, and Expiration Date, along with a table with columns Type, ID Number, Insur Company/Agent, and Expiration Date. The 'Agency Contacts' section is partially visible at the bottom.

Agency & Program Info

Program: Arizona DES * Parent Agency:

Program Description
Provider Type: Social Service Agency

Edit Agency

Contracts

Filters

Contract Number Procurement Type Max End Date between and

Scope of Work

Contract Number	From	To	Amount
<input type="button" value="Add"/>			

Insurance and Agency IDs

Filters

Type ID Number

Insur Company/Agent Expiration Date To

Type	ID Number	Insur Company/Agent	Expiration Date
<input type="button" value="Edit"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>			

Agency Contacts

https://staging-az.getcare.com/paceseam/secured/administrative/agency_full.seam?cid=408#

**** As a quick note when adding a Subcontractor within a service, the only time the Agency needs to set itself up as a Subcontractor within a service budget is in the instance when both the Agency and Subcontractors within the service have a rate based budget. In all other instances the Agency does not need to set itself up as a Subcontractor within a service.**

Next click in the Agency Search bar and type your Agency's name, FEI number, or contract number, and once typed you will receive a scroll down box with a list of Contractor names. Scroll down until you find your Agency's name in the list and select your Agency by clicking on it from the list as shown below.

The screenshot shows the AZ-GetCare web application interface. At the top, there is a navigation bar with the AZ.GOV logo and links for User Preferences, Dashboard, Help, Logout, and Not Financial CS*. Below the navigation bar, there is a sidebar with tabs for Caretool, Operations, Financial, and Admin. The main content area is titled "Pima Council on Aging" and includes a "Type:Main" and "Agency Code:" field. A dropdown menu is open, showing a list of agencies: "PIMA COUNCIL ON AGING", "PIMA COUNCIL ON AGING INC", and "Pima Council on Aging (PCOA)". Below the dropdown, there is a "Contract Number" field and a "Scope of Work" search bar. A table with columns "Contract Number", "From", "To", and "Amount" is visible. Below this, there is a section for "Insurance and Agency IDs" with filters for "Type", "ID Number", "Expiration Date", and "Insur Company/Agent". A table with columns "Type", "ID Number", "Insur Company/Agent", and "Expiration Date" is also present. At the bottom, there is a section for "Agency Contacts".

Powered by RIZ. User Preferences | Dashboard | Help | Logout | Not Financial CS*. Click here

AZ.GOV

Caretool | Operations | Financial | Admin

Pima Council on Aging Type:Main Agency Code:

Add New Agency

Age PIMA COUNCIL ON AGING

Age PIMA COUNCIL ON AGING INC

Age Pima Council on Aging (PCOA)

Agency Description

Provider Type:

Contract Number

Filters

Contract Number Procurement Type Max End Date between and

Scope of Work Search

Apply Reset

Contract Number From To Amount

Insurance and Agency IDs

Filters

Type ID Number

Insur Company/Agent Expiration Date To

Apply Reset

Type ID Number Insur Company/Agent Expiration Date

Agency Contacts

Once you have reached your Agency page, scroll all the way down to the bottom of the page to the Sub Contractors box. At the bottom of the Sub Contractors box click on the Add button.

AZ-GetCare - Windows Internet Explorer

https://staging-az.getcare.com

AZ-GetCare

Name	Title	Service Location	Position	Phone	Email
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Add

Service Locations

Filters

Location Name

Apply Reset

Location/Center Name	Address	Phone	Contact
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Add

Sub Contractors

Filters

Program Name

Apply Reset

Name	Address	Phone	Contact
A & A Cottages	(Financial) P. O. Box 2992 Mesa AZ 85214 2992	()	
A & A Cottages Inc	()	()	
A New Leaf Inc	()	()	
A New Leaf, Inc	(Financial) 868 E University Dr Mesa AZ 85203 8033	(F) 480-969-4024	
Against Abuse, Inc.	()	()	
Against Abuse, Inc.	(Financial) P.O. Box 10733 Casa Grande AZ 85130	(F) 520-836-1239	
Alice's Place Inc	(Business) 312 E. 2nd St., PO Box 904 Winslow AZ 86047	()	
Alice's Place Inc.	()	()	
Amphitheater Public Schools	(Financial) 701 W. Wetmore Road Tucson AZ 85705	(B) 520-696-6967	
Area Agency On Aging Region One Inc	(Main) 1366 E. THOMAS ROAD SUITE 108 PHOENIX AZ 85014	(F) 602-843-8143	
Arizona Coalition Against Domestic Violence	(Financial) 2800 N. Central Ave. Suite 1570 Phoenix AZ 85004	(F) 602-279-2900	
Arizona Coalition to End Homelessness	()	()	
Arizona Coalition to End Homelessness	(Financial) 3829 N. 3rd Street, Suite 104 Phoenix AZ 85012	(F) 602-340-9393	
Arizona Community Action Association	()	()	
Arizona Community Action Association	(Financial) 2700 N. 3rd St. Suite 3040 Phoenix AZ 85004	(F) 602-604-0644	

Previous 1 2 3 4 5 .. 8 9 10 11 12 Next

Add Delete

Once you click the Add button, you will receive a pop up that asks you if you want to populate the Contractor page with information from the Agency page. Select No.

AZ-GetCare - Windows Internet Explorer

https://staging-az.getcare.com

AZ-GetCare

Name	Title	Service Location	Position	Phone	Email
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Add

Service Locations

Filters

Location Name

Apply Reset

Location/Center Name	Address	Phone	Contact
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Add

Sub Contractors

Filters

Program Name

Apply Reset

Name	Address	Phone	Contact
A & A Cottages	(Financial) P		
A & A Cottages Inc	()		
A New Leaf Inc	()		
A New Leaf, Inc	(Financial) 88		
Against Abuse, Inc.	()		
Against Abuse, Inc.	(Financial) P.O. Box 10733 Casa Grande AZ 85130	(F) 520-836-1239	
Alice's Place Inc	(Business) 312 E. 2nd St., PO Box 904 Winslow AZ 86047	()	
Alice's Place Inc.	()		
Amphitheater Public Schools	(Financial) 701 W. Wetmore Road Tucson AZ 85705	(B) 520-696-6967	
Area Agency On Aging Region One Inc	(Main) 1366 E. THOMAS ROAD SUITE 108 PHOENIX AZ 85014	(F) 602-843-8143	
Arizona Coalition Against Domestic Violence	(Financial) 2800 N. Central Ave. Suite 1570 Phoenix AZ 85004	(F) 602-279-2900	
Arizona Coalition to End Homelessness	()		
Arizona Coalition to End Homelessness	(Financial) 3829 N. 3rd Street, Suite 104 Phoenix AZ 85012	(F) 602-340-9393	
Arizona Community Action Association	()		
Arizona Community Action Association	(Financial) 2700 N. 3rd St. Suite 3040 Phoenix AZ 85004	(F) 602-604-0644	

Previous 1 2 3 4 5 6 7 8 9 10 11 12 Next

Add Delete

Do you want to populate the Contractor page with information from the Agency page?

Yes No

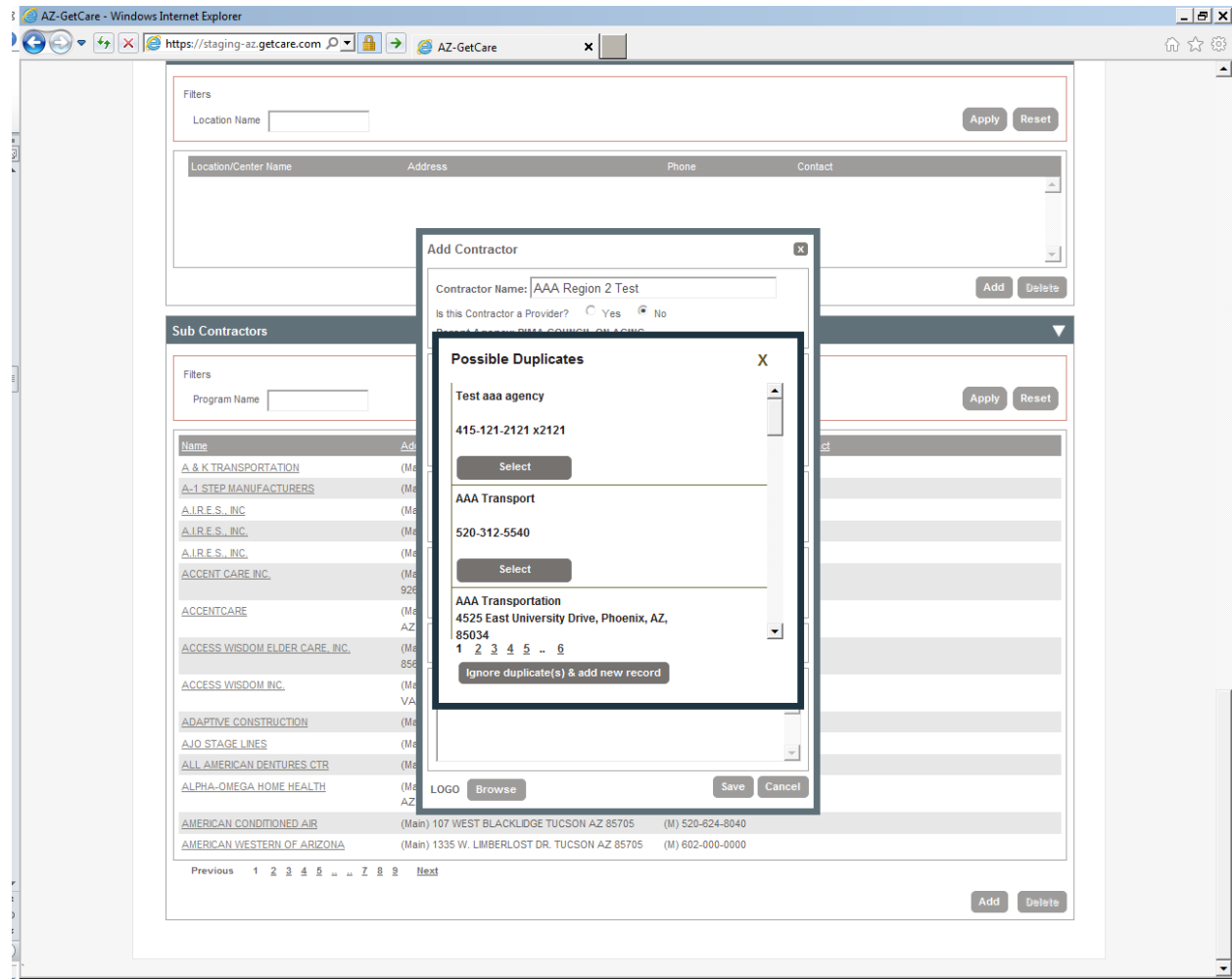
Upon selecting No from the popup box you will receive a new popup box where you will now be able to add your Subcontractor. In the pop up box fill in the Subcontractor name you are adding and next hit the Save button at the bottom of the box.

The screenshot shows the AZ-GetCare web application in a Windows Internet Explorer browser. The main page displays a 'Filters' section with a 'Location Name' input field and 'Apply' and 'Reset' buttons. Below this is a table with columns for 'Location/Center Name', 'Address', 'Phone', and 'Contact'. A 'Sub Contractors' section is also visible, featuring a 'Program Name' filter and a list of contractors. A 'Add Contractor' popup form is open in the center, containing the following fields:

- Contractor Name:** AAA Region 2 Test
- Is this Contractor a Provider?** ☐ Yes ☒ No
- Parent Agency:** PIMA COUNCIL ON AGING
- Address 1:** Type dropdown, 1789 West Jefferson Street, Phoenix, AZ 85007
- Starts:** 02/28/2014 **Expires:** 12/31/9999
- Phone 1:** Type dropdown, Starts: 02/28/2014, Expires: 12/31/9999
- Email 1:** Type dropdown, Starts: 02/28/2014, Expires: 12/31/9999
- Website 1:** Input field
- Contractor Description:** Text area
- Buttons:** LOGO, Browse, Save, Cancel

The background table lists various contractors, including A & K TRANSPORTATION, A-I STEP MANUFACTURERS, A.I.R.E.S., INC., ACCENT CARE INC., ACCESS WISDOM ELDER CARE, INC., ACCESS WISDOM INC., ADAPTIVE CONSTRUCTION, AJO STAGE LINES, ALL AMERICAN DENTURES CTR, ALPHA-OMEGA HOME HEALTH, AMERICAN CONDITIONED AIR, and AMERICAN WESTERN OF ARIZONA. The bottom of the page includes a pagination bar with 'Previous', 'Next', and a series of numbers (1, 2, 3, 4, 5, 6, 7, 8, 9).

When you hit the save button you may experience a new pop up box that identifies potential duplicate Subcontractors as shown below.



From the Possible Duplicate list, you will need to verify that the Subcontractor you are trying to add is not already in the system. If the name shows up as a duplicate, you can select it; otherwise once you have determined the Subcontractor does not exist you will hit the Ignore duplicate(s) & add new record button. Your new Subcontractor should now be showing within the Sub Contractors list on your Agency screen as shown below.

AZ-GetCare - Windows Internet Explorer

https://staging-az.getcare.com

AZ-GetCare

Filters

Location Name

Apply

Reset

Location/Center Name	Address	Phone	Contact
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AddDelete

Sub Contractors

Filters

Program Name

Apply

Reset

Name	Address	Phone	Contact
A & K TRANSPORTATION	(Main) 1137 NORTH WINSTEL BLVD TUCSON AZ 85716	(M) 520-881-3391	
A-1 STEP MANUFACTURERS	(Main) 2602 RUTHRAUFF RD. TUCSON AZ 85705	(M) 520-888-5502	
A.I.R.E.S., INC.	(Main) 1039 NORTH SIXTH AVENUE TUCSON AZ 85705	(M) 520-903-2511	
A.I.R.E.S., INC.	(Main) 824 E. FORT LOWELL RD. TUCSON AZ 85719	(M) 520-836-0881	
A.I.R.E.S., INC.	(Main) 824 E. FORT LOWELL RD. TUCSON AZ 85719	(M) 520-836-0881	
AAA Region 2 Test	()	()	
ACCENT CARE INC.	(Main) 135 TECHNOLOGY DR. SUITE 150 IRVINE CA 92618	(M) 949-623-1524	
ACCENTCARE	(Main) 3101 NO. CENTRAL AVENUE SUITE 890 PHOENIX AZ 85013	(M) 800-709-4920	
ACCESS WISDOM ELDER CARE, INC.	(Main) 360 W. VISTA HERMOSA DR GREEN VALLEY AZ 85614	(M) 520-393-0300	
ACCESS WISDOM INC.	(Main) 1151 S. LA CANADA DR. SUITE 212 GREEN VALLEY AZ 85614	(F) 520-393-1100	
ADAPTIVE CONSTRUCTION	(Main) 13460 N. LINDBERG DR. TUCSON AZ 85741	(M) 520-575-9498	
AJO STAGE LINES	(Main) 410 MALACATI AJO AZ 85321	(M) 602-000-0000	
ALL AMERICAN DENTURES CTR	(Main) 7802 N. 43RD AVE. STE 7 GLENDALE AZ 85301	(M) 602-915-2934	
ALPHA-OMEGA HOME HEALTH	(Main) 1717 W. NORTHERN AVENUE SUITE 111 PHOENIX AZ 85021	(M) 520-997-9330	
AMERICAN CONDITIONED AIR	(Main) 107 WEST BLACKLIDGE TUCSON AZ 85705	(M) 520-624-8040	

Previous123456789Next

AddDelete

Next you will want to populate additional information that is pertinent to the new Subcontractor you have just added. To do this scroll back up to the top of the page and in the search bar next to the magnifying glass icon start typing in the name of the new Subcontractor you have just added. Once you start typing in the name the Subcontractor should appear in the drop down box as shown below. Select the name from the drop down box to be taken to the Subcontractor's Agency screen.

DAARS - Windows Internet Explorer
https://staging-az.getcare.com

Powered by RTZ User Preferences | Dashboard | Help | Logout | Not Region 2? Click here

AZ.GOV

Caretool Operations Financial Admin

AAA Re Type: Program Agency Code: 173852

Add New Agency

Cor AAA Region 2 Test
AAA Region 2 Test

Con
Main 3710

Parent Agency: Arizona Des
Main 520-790-7262
Fax 520-790-7577
Email
Website

Contractor Description
Provider Type:

Edit Contractor

Contracts

Filters
Contract Number Procurement Type Max End Date between and
Scope of Work

Contract Number	From	To	Amount
E111036	07/01/2010	06/30/2014	30,005,162.02

Previous 1 Next

Insurance and Agency IDs

Filters
Type ID Number
Insur Company/Agent Expiration Date To

Type	ID Number	Insur Company/Agent	Expiration Date
Location #	00	PIMA COUNCIL ON AGING INC	
FE#	860251768		

Now that you are in the Subcontractors' Agency screen as shown below you will be able to add additional information pertinent to the Subcontractor. Within this specific screen you will be able to do things such as add an FEI number and a location code, add a service location, and add sites for the Subcontractor.

The screenshot displays the 'Aaa Region 2 Test' subcontractor screen in the AZ-GetCare application. The page is organized into several sections:

- Contractor Information:** Displays 'Program: Aaa Region 2 Test', 'Parent Agency: Pima Council On Aging Inc.', 'Program Description', and 'Provider Type'. An 'Edit Contractor' button is present.
- Contracts:** Includes filters for 'Contract Number', 'Procurement Type', 'Max End Date between', and 'Scope of Work'. It features 'Apply' and 'Reset' buttons and an 'Add' button at the bottom.
- Insurance and Agency IDs:** Includes filters for 'Type', 'ID Number', 'Insur Company/Agent', and 'Expiration Date'. It features 'Apply' and 'Reset' buttons and 'Edit', 'Add', and 'Delete' buttons at the bottom.
- Contacts:** Includes a filter for 'Contact Name' and 'Apply' and 'Reset' buttons. It also has an 'Add' button at the bottom.
- Service Locations:** This section is partially visible at the bottom of the screen.

To add information in each area you will want to utilize the Add buttons within each specific information box.

Just for example to show how the information entry works we will open up the Insurance and Agency IDs box for entry. Once the Add button is selected within the box it will open up a popup box as shown below.

The screenshot displays the AZ-GetCare web application interface. The main content area is divided into several sections: Contracts, Insurance and Agency IDs, Contacts, and Service Locations. The Insurance and Agency IDs section is currently active, showing a table with columns for Type, ID Number, and Expiration Date. A modal popup titled "Insurance and Agency IDs" is open, allowing for the entry of new information. The modal includes fields for Type (a dropdown menu), ID Number (a text input), and Exp. Date (a date picker). Buttons for Save, Cancel, Add, Edit, and Delete are visible. The background interface includes filters for each section, such as Contract Number, Procurement Type, and Max End Date for Contracts; Type and Insur Company/Agent for Insurance and Agency IDs; and Contact Name for Contacts. The Service Locations section also has a filter for Location Name. The top of the page shows the Program Description and Provider Type, with an Edit Contractor button.

Program Description
Provider Type: Edit Contractor

Contracts

Filters
Contract Number Procurement Type Max End Date between and
Scope of Work Search Reset
Apply Reset

Contract Number	From	To	Amount
Add			

Insurance and Agency IDs

Filters
Type
Insur Company/Agent
Apply Reset

Type	ID Number	Expiration Date
Edit Add Delete		

Insurance and Agency IDs

Type ID Number
Exp. Date
Save Cancel

Contacts

Filters
Contact Name
Apply Reset

Name	Title	Service Location	Position	Phone	Email
Add					

Service Locations

Filters
Location Name
Apply Reset

Location/Center Name	Address	Phone	Contact
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Let's say you would like to add an FEI number for the Subcontractor. To do this utilize the drop down list from the Type field and select FEI# as shown below.

The screenshot shows the AZ-GetCare web application interface. The main content area is divided into several sections: Contracts, Insurance and Agency IDs, Contacts, and Service Locations. The Insurance and Agency IDs section is currently active, and a modal window titled "Insurance and Agency IDs" is open. This modal contains a "Type" dropdown menu, an "ID Number" input field, an "Exp. Date" input field, and "Save" and "Cancel" buttons. The "Type" dropdown menu is open, showing a list of options: Account Number, FEI# (highlighted), ID Number, listing_site_id, Location #, Origin Code, and Routing Number. The background interface includes filter boxes for Contract Number, Procurement Type, Max End Date, and Scope of Work, as well as a table with columns for Contract Number, From, To, and Amount. The Contacts section has a filter for Contact Name and a table with columns for Name, Title, Service Location, Position, Phone, and Email. The Service Locations section has a filter for Location Name and a table with columns for Location/Center Name, Address, Phone, and Contact.

Once selected you can start typing in the FEI number in the ID Number field. Once entered hit the Save button and the information will be saved. Please note once saved you can go back in and delete a record, edit a record, or add a new record to any of the boxes on the page. You can add multiple records within each box by utilizing the Type drop down list when you click the add button.

The screenshot displays the AZ-GetCare web application in a Windows Internet Explorer browser window. The address bar shows the URL <https://staging-az.getcare.com>. The application interface includes a top navigation bar with the title "AZ-GetCare" and a search bar. Below the navigation bar, there are several sections for data entry:

- Program Description:** Includes fields for "Provider Type" and "Program Description".
- Contracts:** Features a filter section with "Contract Number", "Procurement Type", and "Max End Date between" fields. Below the filters is a table with columns "Contract Number", "From", "To", and "Amount".
- Insurance and Agency IDs:** This section is highlighted with a red box. It includes a filter section with "Type" and "Insur Company/Agent" fields. Below the filters is a table with columns "Type", "ID Number", "Agent", "Exp. Date", and "Expiration Date". A modal window titled "Insurance and Agency IDs" is open, showing a form with fields for "Type", "ID Number" (containing "FEI#"), "Agent", and "Exp. Date". The "ID Number" field is highlighted with a red box.
- Contacts:** Features a filter section with "Contact Name" and "Apply" and "Reset" buttons. Below the filters is a table with columns "Name", "Title", "Service Location", "Position", "Phone", and "Email".
- Service Locations:** Features a filter section with "Location Name" and "Apply" and "Reset" buttons. Below the filters is a table with columns "Location/Center Name", "Address", "Phone", and "Contact".

Please note the Insurance and Agency IDs box is also used for adding a location to the Subcontractor. To be issued a Subcontractor location code you must contact DAAS who will assign a number to be used for the new Subcontractor.

Once you have finished entering all of the Subcontractors' information, scroll back up to the top of the page as shown below, and click on the Parent Agency name that will hyperlink and take you back to your Agency's main page.

DAARS - Windows Internet Explorer

https://staging-az.getcare.com

DAARS

Powered by RTZ

User Preferences | Dashboard | Help | Logout | Not Financial CS? Click here

AZ.GOV

Caretool Operations Financial Admin

Aaa Region 2 Test Type:Program Agency Code:173834

Contractor Information

Program: Aaa Region 2 Test Parent Agency: Pima Council On Aging Inc*

Program Description
Provider Type:

Edit Contractor

Contracts

Filters

Contract Number Procurement Type Max End Date between and

Scope of Work

Contract Number	From	To	Amount
<input type="button" value="Add"/>			

Insurance and Agency IDs

Filters

Type ID Number

Insur Company/Agent Expiration Date To

Type	ID Number	Insur Company/Agent	Expiration Date
<input type="button" value="Edit"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>			

Contacts

https://staging-az.getcare.com/paceseam/secured/administrative/agency_full.seam?cid=51#

Now that you are back on your Agency screen, the next step you will take is within the Contract box, select the appropriate contract that the new subcontractor will be providing services under. In this case it is the current Area Agency on Aging contract with DAAS.

AZ-GetCare - Windows Internet Explorer
https://test-az.getcare.com/pacesam/secure/admin/ AZ-GetCare

Powered by RTZ User Preferences | Dashboard | Help | Logout | Not Financial CS? Click here

Caretool Operations Financial Admin

PIMA COUNCIL ON AGING Type:Program Agency Code:169519

Contractor Information
Contractor: PIMA COUNCIL ON AGING Parent Agency: Arizona DES
Contractor Description
Provider Type: [Edit Contractor](#)

Contracts

Filters
Contract Number Procurement Type Max End Date between and
Scope of Work [Search](#) [Reset](#) [Apply](#) [Reset](#)

Contract Number	From	To	Amount
6206009	07/01/2005	06/30/2010	22,497,162.00
6206002	07/01/2005	06/30/2010	26,608,260.02
E111043	07/01/2010	06/30/2012	5,852,520.00
E111036	07/01/2010	06/30/2014	34,363,782.00

[Previous](#) [1](#) [Next](#) [Edit](#) [Add](#) [Delete](#)

Contract

Contract Number Contract ID Procurement Type Procurement Number Location Number

Signature Date Effective Date End Date Max End Date Amount

Contract Specialist [Search](#) [Reset](#) Program Specialist [Search](#) [Reset](#)

Once the proper contract has been selected the box will expand to display all of the contract information. Go to the Operating Budgets section and select the current BFY operating budget, in this instance it is BFY 2014. Once selected the Operating Budgets box will expand as shown below.

AZ-GetCare - Windows Internet Explorer

https://staging-az.getcare.com

AZ-GetCare

Operating Budgets

BFY	Status	Allocation Start	Allocation End	Amount
2014	Open	07/01/2013	06/30/2014	9,075,549.00
2013	Open	07/01/2012	06/30/2013	9,904,531.00
2012	Open	07/01/2011	06/30/2012	9,064,739.00
2011	Open	07/01/2010	06/30/2011	6,500,115.47

Edit Add Delete

Operating Budget

BFY: 2014 Status: Open Status Date: 07/01/2013 Invoice Frequency: Every 1 Month(s)

Allocation Start: 07/01/2013 Allocation End: 06/30/2014 Amount: 9,075,549.00

Notes:

Save Cancel

Service Budgets

Filters

Scope of Work: reset service Type: Date Includes:

Apply Reset

Results

Scope of Work	Program	Svc Det.	Type	Start	End	Amount
Adaptive Aids and Devices/Assistive Technology	Home and Community Based Services	Emergency Alert System	Rate	07/01/2013	06/30/2014	103,523.00
Administrative Services (not a separate SOW)	Family Caregiver Support	(None)	Budget	07/01/2013	06/30/2014	145,000.00
Administrative Services (not a separate SOW)	Home and Community Based Services	(None)	Budget	07/01/2013	06/30/2014	1,465,890.00
Adult Day Care/Adult Day Health Care	Home and Community Based Services	(None)	Rate	07/01/2013	06/30/2014	13,059.00
Advocacy	Home and Community Based Services	(None)	Budget	07/01/2013	06/30/2014	189,524.00
Attendant Care	Home and Community Based Services	(None)	Rate	07/01/2013	06/30/2014	1,748,639.00
Attendant Care	Home and Community Based Services	Care Transitions	Rate	07/01/2013	06/30/2014	13,844.00
Caregiver Training	Family Caregiver Support	(None)	Budget	07/01/2013	06/30/2014	70,983.00
Case Management	Family Caregiver Support	(None)	Budget	07/01/2013	06/30/2014	74,737.00
Case Management	Home and Community Based Services	(None)	Budget	07/01/2013	06/30/2014	1,766,971.00
Community Education and Information	Home and Community Based Services	(None)	Budget	07/01/2013	06/30/2014	38,328.00
Congregate Meals	Home and Community Based Services	(None)	Budget	07/01/2013	06/30/2014	1,203,918.00
General Transportation	Home and Community Based	(None)	Budget	07/01/2013	06/30/2014	100,881.00

Next select the service budget that the Subcontractor will be providing services under by clicking on the Scope of Work name from the Scope of Work list. Once a Scope of Work has been selected it will expand to show the details of the service budget as shown below.

DAARS - Windows Internet Explorer

https://staging-az.getcare.com

DAARS

Service Budget

Scope of Work Case Management Program Home and Community Based Services Service Detail (None) Service Code CMG - HCB -

Type Budget

Cluster Yes

Start Date 07/01/2013 End Date 06/30/2014 Budgeted Revenue 893,316.00

Units Required Client Supported TANF Eligible Clients Flag Match Required One Budget Column ☒ Maintenance of Effort

Service

Total Service			
	Budget Remaining	Paid	Total
✓ Personnel	617,628.00	5.00	617,633.00
✓ ERE	164,512.00	10.00	164,522.00
✓ Pro and Outside Svcs	1,880.00	146.00	2,026.00
Direct	1,880.00	146.00	2,026.00
Sub-Contracted	.00	.00	.00
✓ Travel	14,300.00	700.00	15,000.00
✓ Space	58,230.00	255.00	58,485.00
✓ Equipment	3,100.00	.00	3,100.00
One Time	3,100.00	.00	3,100.00
Ongoing	.00	.00	.00
✓ Materials and Supplies	12,200.00	.00	12,200.00
✓ Operating Services	20,350.00	.00	20,350.00
✓ Indirect Costs	.00	.00	.00

Voucher Split

Total Service			
Voucher	Budget Remaining	Paid	Total
HML	.00	.00	.00
TANF	.00	.00	.00
LIHEAP	.00	.00	.00
SSBG	.00	.00	.00
NHN V	.00	.00	.00
CSBG	.00	.00	.00

✓ **Local Revenues**

Total Service			
	Budget Remaining	Paid	Total
ALTCS	.00	.00	.00
Project Income	.00	.00	.00

Now scroll all the way down through the service budget details until you come to the Subcontractor portion of the service budget. Click on the Add Subcontractor link on the bottom right of the Subcontractor portion to add your new subcontract.

DAARS - Windows Internet Explorer
https://staging-az.getcare.com

DAARS

SSBG	.00	.00	.00
NHN V	.00	.00	.00
CSBG	.00	.00	.00

☒ Local Revenues

Total Service	
Budget Remaining	Paid
ALTCS	.00
Project Income	.00
Other Fed	3,000.00
Non-Fed Subtotal	500.00
Non-Fed In-Kind	500.00
Non-Fed Cash	.00
Cost Share Received	.00

	Total Cost	DAAS Cost
Service	\$ 893,316.00	893,316.00
Vouchers	\$.00	.00
Total	\$ 893,316.00	893,316.00
Local Revenue Applied	\$ 3,500.00	3,500.00
DAAS Service Budget	\$	889,816.00

Notes

☒ Subcontractors

[Remove Subcontractor](#)

Subcontractor: PIMA COUNCIL ON AGING INC

Type: Budget Location: 00 EIN: 860251768

	Total Cost	DAAS Cost
Services	\$ 10,500.00	10,500.00
Vouchers	\$.00	.00
Total	\$ 10,500.00	10,500.00
Local Revenue Applied	\$.00	
DAAS Service Budget	\$	10,500.00

[Add Subcontractor](#)

Insurance and Agency IDs

Filters

Type

Number

Once the Add Subcontractor link has been selected the Subcontractor area will expand. As shown below, start typing the name of the new Subcontractor in the Subcontractor box and a drop down list will populate for you to choose the Subcontractor. Select the name by clicking on it.

The screenshot shows the DAARS web application interface. At the top, there's a navigation bar with the DAARS logo and a search bar. Below this, the 'Subcontractors' section is expanded. It features a 'Subcontractor' search box with the text 'PIMA COUNCIL ON AGING INC'. A dropdown list is visible, showing suggestions like 'AAA Region 2 Test -', 'AAA Region 2 Test -', and 'PIMA COUNCIL ON AGING INC - 860251768'. To the right of the search box, there's a table with columns for 'Type', 'Budget', 'Location', and 'EIN'. Below the search box, there's a table with columns for 'Services', 'Total Cost', and 'DAAS Cost'. The table contains rows for 'Services', 'Vouchers', 'Total', 'Local Revenue Applied', and 'DAAS Service Budget'. The 'Total Cost' and 'DAAS Cost' columns show values of \$10,500.00. Below the table, there's a 'Remove Subcontractor' link and an 'Add Subcontractor' link. The 'Insurance and Age' section is also visible, showing a table with columns for 'Type', 'ID Number', 'Insur Company/Agent', and 'Expiration Date'. The table contains rows for 'Location #', 'FE#', and 'PIMA COUNCIL ON AGING INC'. The 'Expiration Date' column shows a date of 00. Below the table, there's an 'Edit', 'Add', and 'Delete' button.

Now you are ready to enter the Subcontractor's budget to be added to the service budget record. To do this click on the left pointing arrow of the Subcontractor that was added and the window will expand as shown below.

Subcontractor: PIMA COUNCIL ON AGING
 Type: Budget Location: 00 EIN: 860251768

Remove Subcontractor

Subcontractor: AAA Region 2 Test
 Type: Budget Location: Location EIN

Service Budget

Total Service			
	Budget Remaining	Paid	Total
Personnel	.00	.00	.00
ERE	.00	.00	.00
Pro and Outside Svcs	.00	.00	.00
Direct	.00	.00	.00
Sub-Contracted	.00	.00	.00
Travel	.00	.00	.00
Space	.00	.00	.00
Equipment	.00	.00	.00
One Time	.00	.00	.00
Ongoing	.00	.00	.00
Materials and Supplies	.00	.00	.00
Operating Services	.00	.00	.00

Voucher Split

Total Service			
	Budget Remaining	Paid	Total
Voucher	.00	.00	.00

Local Revenues

Total Service			
	Budget Remaining	YTD	Total

	Total Cost	DAAS Cost
Services	\$.00	.00
Vouchers	\$.00	.00

The system automatically chooses a budget based contract to be entered, however you can choose a rate based contract type by pulling down the Type box and choosing Rate as shown above. Next to the Type box you will see the Location box. Within the Location box be sure to select the correct Location code that was issued for the new Subcontractor.

Once you have the appropriate contract type and location selected begin populating the appropriate budget lines or rate lines within the budget. You can also enter Local Revenues if applicable.

Example of a budget based Subcontract entered.

AZ-GetCare - Windows Internet Explorer
 https://staging-az.getcare.com AZ-GetCare

Remove Subcontractor

Subcontractor: AAA Region 2 Test
 Type: Budget Location: EIN:

Services

Total Service			
	Budget Remaining	Paid	Total
Personnel	1,000.00	.00	1,000.00
ERE	250.00	.00	250.00
Pro and Outside Svcs	.00	.00	.00
Direct	.00	.00	.00
Sub-Contracted	.00	.00	.00
Travel	.00	.00	.00
Space	.00	.00	.00
Equipment	.00	.00	.00
One Time	.00	.00	.00
Ongoing	.00	.00	.00
Materials and Supplies	.00	.00	.00
Operating Services	250.00	.00	250.00

☐ **Voucher Split**

Total Service			
	Budget Remaining	Paid	Total
Voucher	.00	.00	.00

☒ **Local Revenues**

Total Service			
	Budget Remaining	YTD	Total

	Total Cost	DAAS Cost
Services	\$ 1,500.00	1,500.00
Vouchers	\$.00	.00
Total	\$ 1,500.00	1,500.00
Local Revenue Applied	\$.00	.00
DAAS Service Budget	\$	1,500.00

Example of a rate based Subcontract entered.

AZ-GetCare - Windows Internet Explorer
https://staging-az.getcare.com AZ-GetCare

Remove Subcontractor

Subcontractor: AAA Region 2 Test

Type: Rate Location: EIN:

Admin

DAAS

Services

Service Name	Age Breakdown	Rate	Total Budget Remaining		Paid		Total	
			Units	Total	Units	Total	Units	Total
	<input checked="" type="checkbox"/> 18-59	100.00	.00	.00	.00	.00	.00	.00
	60-64		.00	.00	.00	.00	.00	.00
	65+		.00	.00	.00	.00	.00	.00
	Other		15.00	1,500.00	.00	.00	15.00	1,500.00
Total			15.00	1,500.00	.00	.00	15.00	1,500.00

☐ Voucher Split

Total Service			
Voucher	Budget Remaining	Paid	Total
	.00	.00	.00

☒ Local Revenues

Total Service			
Budget Remaining	YTD	Total	

	Total Cost	DAAS Cost
Admin	\$.00	.00
Services	\$ 1,500.00	1,500.00
Vouchers	\$.00	.00
Total	\$ 1,500.00	1,500.00
Local Revenue Applied	\$.00	.00
DAAS Service Budget	\$	1,500.00

Notes

Add Subcontractor

Once your Subcontractor budget has been entered, be sure to hit the Save button.

You now have successfully added a Subcontractor to the DAARS system.